

GEORGETOWN AFFORDABLE HOUSING TRUST

Memorial Town Hall ♦ One Library Street ♦ Georgetown MA 01833



DATE:

August 10, 2021

ATTENDEES: 5

David Surface – Chairman

Charles (Chuck) Keilty – Trustee

Shawn McGee – Trustee

Peter Kershaw - Trustee

Dianna Twomey – Administrative Assistant

GUESTS: 0

Meeting opened at 6:33 PM by Chairman, David Surface

MINUTES:

Motion to accept Minutes from July 21, 2021 made by Shawn, 2nd Chuck, David: 3 Approvals, Motion Approved

OLD BUSINESS:

RAP – 2 Clients – No change

ERAP – New applicant applying for help with her arrears balance of \$1,535.26. Client can not renew her rent until balance is paid. Moving forward, the client is able to pay her monthly rent without assistance from the GAHT. This is a one-time subsidy application.

A motion to pay ERAP client 21-02 arrears balance in the amount of \$1,535.26 was made by Shawn, 2nd Chuck, Pete, David: 4 Approval, Motion Approved

Bills Payable – Vouchers:

RAP Program Voucher:

Client 20-09 - \$446.00

Client 21-01 - \$1015.00 (2nd payment out of 3 payments)

ERAP Program Voucher:

Client 21-02 - \$1015.00

30 East Main Street:

\$468.32 – Allied Property Management –Condo Fee

\$11.49 – Georgetown Electric

\$16.14 – National Grid

32 Lisa Lane:

\$20.49 – National Grid
\$00.00– Georgetown Electric
\$00.00 – Nature’s Way Land Care Inc – Mowing

Motion to pay all vouchers made by Chuck, 2nd Shawn, Pete, David: 4 Approvals, Motion Approved.

65 Central Street – the apartments above CVS are nearing completion. The AHT is expected to receive a check in the amount of \$157,000.00.

30 East Main St Unit 4- Dianna worked with Kristen Costa, L.A. Associates, Inc, to prepare the DHCD LIP Local Action Unit Application. Dianna and Kristen have submitted the application to the state for approval on July, 22 2021. Approval is estimated to take 2-3 weeks. Once approved, Dianna and Kristen will list the property and begin accepting applications immediately. The state guidelines require the lottery to run for 60 days before a drawing can take place. Although there is no way to tell, the DHCD believes there may be a large number of applicants due to the shortage of affordable rentals in the state. Depending on how many applicants are received, Dianna may need to increase her hours during the 60-day period that is required by the state to accept applications. Kimball Mechanical Services has submitted his permit application to replace the gas boiler. This should be complete by our next AHT meeting.

32 Lisa Lane –Everyone agreed that the property was too large to be kept as an ‘affordable’ home. Susan Stead did a market rate analysis and has sent her findings back to Dianna. Dianna has been in contact with Rieko (DHCD), in regards to removing the property off the SHI list. Dianna has spoken to Kristen Costa on running an affordable sale lottery on the property as another option. The board explored the option of selling Lisa Lane at market rate and using the monies to renovating a multiunit home at 188 east main Street. Board will revisit purchasing 28 Central Street. Dianna will look for other opportunities as they become available

28 Central Street – David has been in talks with Matt Newhall, property owner, to discuss options of creating an ‘affordable’ unit at 28 Central Street. Matt is considering a mix use of the building with the lower level being used as commercial, and a one- or 2-bedroom unit on the 2nd floor. We will stay in communications to see if we put something together in the very near future.

188 East Main Street – A 2-family (RB District) property on 1.6 acres for sale. Shawn and Dianna met with realtor, John Psiakis, of Century 21, to view the property. After walking the property and seeing the potential, Dianna consulted with the Building Inspector, Board of Health, and Conservation departments at Town Hall requesting feedback on a complete renovation and the possibility of converting the existing garage into another unit for the total of 3. The GAHT would like to pursue more information on this property before coming to a decision. This will be put on the agenda for 9/8/21

ARPA – David sent an email to Mike Farrell, Town Administrator, requesting himself or Dianna sit on the Task Force to represent the AHT.

New Business –

Administrative Assistant – job description. Dianna was hired as an Administrative Assistant for the GAHT in 2018.

With the global pandemic hitting, she has been busier than ever and has taken on that position of Administrator or Department Head. Dianna has been taking on the responsibilities of that position for quite some time at the salary of an assistant. The AHT has grown a great deal, and due to ongoing Covid-19 cases, it appears it is not slowing down. She has put together a job summary/description for the board members to review. However, the GAHT has no Admin. or Dept. Head which Dianna would like to be promoted to. Another issue, it is difficult to compare her job description to others as she is running the AHT and also managing and maintaining the properties owned by the AHT. The Board of Selectmen are currently pursuing a job analysis for non-union town employees. This information is expected to be complete within the next few weeks. After it is received, the AHT board will review the findings and determine where to go from there. In light of the work Dianna has been doing, and as we await results of salary analysis, an additional \$7.00 an hour increase was discussed. This will be put on the Agenda for September.

A motion to increase the GAHT Admin. Assistant (Dianna), salary an additional \$7.00 an hour effective immediately was made by Chuck, 2nd Pete, Shawn, David: 4 Approvals, Motion Approved

New Recruit – The AHT is looking to recruit another member. Will put the word out in to the community

Action Items –

30 East Main Street Unit 4 – Lottery – Add to SHI – Replacement of Gas Boiler
32 Lisa Lane – DHCD – Removal from SHI – Removal of Deed Rider- – Electrician
188 East Main Street – Research Possibilities and Restrictions.
Admin Asst. – Job Description - Next AHT Meeting

ADJOURNMENT:

Motion to adjourn at 7:31 PM made by Chuck, 2nd Shawn, Pete, David: 4 Approvals: Motion Approved

NEXT MEETING:

September 8, 2021 @ 6:30 PM